



# POSITION ANNOUNCEMENT

Nancy S. Grasmick  
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF ACCOUNTABILITY AND ASSESSMENT  
ASSESSMENT BRANCH

August 27, 2008

**POSITION TITLE:** Education Program Specialist I, Project Manager for Science & Online Testing

**POSITION NUMBER:** 069822

**SALARY:** State Salary Grade 21  
Annual Salary Range: \$56,496-\$82,514

**LOCATION:** 200 West Baltimore Street  
Baltimore, Maryland

**NATURE OF WORK:** This is a professional position responsible for providing leadership and technical expertise to support and manage the continued development, implementation, and maintenance of the Maryland School Assessment for Science (MSA/Science) and the online testing of all Maryland Assessment Programs including reading, mathematics, the Alternate Maryland School Assessment, the Modified Maryland School Assessment and the High School Assessments.

**DUTIES AND RESPONSIBILITIES:** Provides technical assistance and project management for and assists with interpreting and applying No Child Left Behind regulations as they relate to the science assessment; facilitates and coordinates appropriate and timely development, administration, scoring, and reporting of results for the Maryland assessment programs; directs and tracks implementation activity and progress of work timelines; maintains and supports the Division's electronic communication vehicles, including the DocuShare and Valicert web sites; develops, implements, maintains, and supports project work plans in response to business needs of the Division; provides technical assistance to staff in the use and implementation of technology utilized by the Division; logs, categorizes, analyzes and formulates recommendations in addressing inquiries received from local schools and school systems.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** Possession of a Master's Degree or equivalent 36 credit hours of post-baccalaureate course work from an accredited college or university.

**EXPERIENCE:** Four years of administrative or teaching experience in or affiliated with an education program; this experience to include two years coordinating or administering an education program or services directly related to the position.

**NOTES:**

1. Two additional years of experience directly related to the position may be substituted for the required Master's Degree.
2. Possession of a Doctorate in a field related to the position may be substituted for one year of the required experience.

**ESSENTIAL REQUIREMENTS:** Knowledge of the State and Federal regulations governing No Child Left Behind; knowledge of educational accountability programs; skill in providing technical guidance to internal and external teams; ability to maintain effective working relationships with internal and external teams; excellent skill in managing multiple timelines and deadlines; ability to analyze complex program issues and to recommend solutions; knowledge of assessment and project management methodologies; skills using computer technology and project management software; ability to communicate clearly and effectively, both orally and in writing.

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*AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE*

**PROCEDURE FOR  
APPLICATION:**

Applicants must include their resume and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for Position #069822. The Application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to the Staff Employment Section within the Office of Human Resources at the address on the Position Announcement or faxed to 410-333-8950.

For inquiries or an MSDE Application, contact 410.767.0019 or TTY/TDD 410.333.3045, or visit our website at [www.marylandpublicschools.org/MSDE/aboutmsde/jobs](http://www.marylandpublicschools.org/MSDE/aboutmsde/jobs). All applications should be received by the October 1, 2008. *Appropriate accommodations for individuals with disabilities are available upon request.*

**CONDITIONS OF  
EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the state are required. The selected applicant must consent to a criminal background investigation as a required security procedure for all employees who have access to data systems. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

**CLOSING DATE:**

Open until filled.